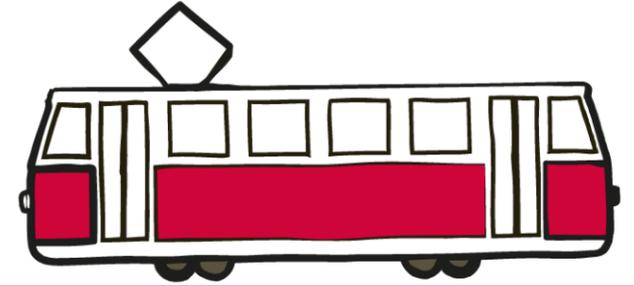




FACULTY
OF SOCIAL SCIENCES
Charles University

VIDEO TUTORIAL FOR EXCHANGE STUDENTS



ONLINE ENROLMENT
BECOME EXCHANGE STUDENT OF FSV UK

ONLINE ENROLMENT

Instruction Email

Log In Data

Initial Password

Successful Online Enrolment

FAQs

Overview



ONLINE ENROLMENT - INSTRUCTIONS

Every student will receive an automatically generated email with Logging data into [the Charles University Authentication Service](#) (CAS)

- The email will include:
 - a unique Personal Identification Number/ login name (eight digit number)
 - an initial password



ONLINE ENROLMENT – LOG IN DATA

- This data will enable you to register into CAS
<https://ldap.cuni.cz>.

Student Personal Number
(8 digit number)

Initial Password

CAS - Charles University Central Authentication Service

This page requires authentication using CAS

Enter your Username and Password

Enter your personal number printed under the photo at ID card as your username. You can also use your assigned login name.

Enter your password, check for local keyboard settings (language version, CapsLock, ...).

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

> Forgot your password?
> Need help?

- We strongly recommend registering as soon as possible as the initial password is valid ONLY 5 days from the day you receive the email.



ONLINE ENROLMENT - PASSWORD

- Your new password should contain at least 8 characters chosen from at least 3 of the following categories:

small letters [a-z]
capital letters [A-Z]
digits [0-9]
other characters

→ YES

Password must contain at least 1 alphabetical character.

NO ←

You may not use parts of your name, login or email address.
Do not use [non-ASCII characters](#) in the password.



SUCCESSFUL ONLINE ENROLMENT

- How do you recognize that your online enrolment is successful?

If you can log in [SIS \(Student Information System\)](#) with your new password, then your online enrollment was successful.

! If you do not register into CAS, you will not be able to log into SIS (Student Information System) and thus will not be able to register for courses... !



ONLINE ENROLMENT FAQ

I have not received any email, what shall I do?

The email could end up in your spam box or other files, please check all your inboxes (spam, google credentials,...) regularly.

In the search box of your email try to look for „Přístupové údaje pro přihlášení do Informačního systému Univerzity Karlovy / Logging data into the Information System of Charles University“.

Some students have more email boxes, please make sure you check the one you stated in your Mobility application.



ONLINE ENROLMENT FAQ

I have received the email but I seem not to be able to log into CAS.

Use different browser e.g. Chrome, Explorer. Do not use Safari. If you are logging in from your phone and have iPhone, remember that it also has a Safari browser.

I made a mistake when stating my email address in the mobility form what shall I do?

Please, email your IO FSV UK coordinator.

I have forgotten about it and so my temporary password has already expired.



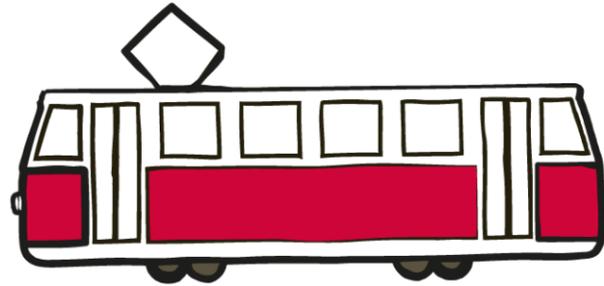
ONLINE ENROLMENT - OVERVIEW

- Once informed, check your email box regularly for the **Online Enrolment Log In Data**.
- Do not forget to check your spam file.
- **Log In name** (8 digit student personal number).
- **Initial password** – to be changed within 5 days from receiving the OE email.
- The Online Enrolment takes place in [CAS](#) where you change your Initial password.
- To check that your online enrolment was successful, log in SIS.
- If you still have some problems, contact your IO FSV UK coordinator.
- Detailed information is also available [here](#).





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THANK YOU FOR YOUR TIME